

Message Text

UNCLASSIFIED

PAGE 01 JIDDA 06810 200812Z

21 R

ACTION NEA-10

INFO OCT-01 ISO-00 /011 W

----- 039190

R 200630Z NOV 74

FM AMEMBASSY JIDDA

TO SECSTATE WASHDC 9318

UNCLAS JIDDA 6810

DEPARTMENT ALSO FOR NEA/EX

E.O. 11652: N/A

TAGS: APER, SA

SUBJECT: SECRETARIAL STAFFING: AMEMBASSY JIDDA

REF: (A) JIDDA 5185; (B) STATE 190285; (C) STATE 203500;

(D) JIDDA A-91HEATED NOV. 17, 1974

1. AS A RBRULT OF A REDISTRIBUTION OF OFFICE SPACE, A REVIEW OF WORK NEEDS AND PRIORITIES, AND THE PROSPECT OF SECRETARIAL DEPARTURES, THE EMBASSY SUBMITS THE FOLLOWING REGARDING NEEDS OF THE POST.

2. TRANSFER OF MRS. SHARON STILKE: THE EMBASSY REQUESTS AUTHORIZATION TO TRANSFER MRS. SHARON STILKE (FSS-09) FROM POSITION NO. 50-9280-097 TO THE SECOND SECRETARIAL POSITION IN THE ECONOMIC SECTION. THIS POSITION IS AT PRESENT BEING FILLED ON A PART-TIME BASIS BY FSS-09 MRS. TURH JELICH. THE EMBASSY UNDERSTANDS SUCH A SHIFT WOULD REQUIRE THE PART-TIME SECRETARIAL POSITION IN THE ECONOMIC SECTION BEING MADE A REGULAR, PERMANENT ONE. IT HAD BEEN THE EMBASSY'S UNDERSTANDING THE DEPARTMENT WAS WORKING ON SUCH A POSSIBILITY (REF C); IN REF (D), MOREOVER, THE EMBASSY ASKS THAT THIS TEMPORARY POSITION BE MADE PERMANENT AS SOON AS POSSIBLE. THE EMBASSY WOULD MUCH APPRECIATE DEPARTMENT ACTION ON THIS MATTER SO THAT THIS SHIFT COULD PROCEED. WOULD IT BE POSSIBLE IN THE MEANTIME FOR IT TO TAKE PLACE ON A TEMPORARY

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 JIDDA 06810 200812Z

BASIS PENDING DEPART ACTION? IN HER PROPOSED NEW

POSITION, MRS. STILKE WOULD WORK DIRECTLY WITH ECONOMIC OFFICER DUANE BUTCHER (FSO-4) AND COMMERCIAL OFFICER DENNIS MURPHY (FSO-5). SHE WOULD ALSO ASSIST THE AMBASSADOR'S SPECIAL ASSISTANT ISA SABBAGH (FSIO-2) WITH SOME OF HIS TYPING.

3. SHIFT OF SECOND ECONOMIC SECRETARY TO SECURITY OFFICE: IN CONJUNCTION WITH THE ABOVE PERSONNEL ACTION, THE EMBASSY WOULD SHIFT MRS. RUTH JELICH (FSS-09) FROM HER SECRETARIAL POSITION IN THE ECONOMIC SECTION TO POSITION NO. 50-9280-097 IN THE ADMINISTRATIVE SECTION. MRS. JELICH WOULD BE WORKING FOR THE REGIONAL SECURITY OFFICER. DURING MRS. JELICH'S PREVIOUS GOVERNMENTAL CAREER, SHE HAD SERVED AS SECRETARY TO THE CHIEF OF THE SECURITY INVESTIGATIONS UNIT; SHE WOULD BE HAPPY TO RETURN TO SECURITY WORK, AND RSO GUTENSOHN WOULD BE GLAD TO HAVE HER.

4. POSSIBLE TRANSFER OF POSITIONS: IF THE DEPARTMENT CANNOT EVEN ON A TEMPORARY BASIS NOW APPROVE THE SHIFT BETWEEN MRS. STILKE AND MRS. JELICH AS PROPOSED ABOVE (BECAUSE MRS. JELICH OCCUPIES A TEMPORARY POSITION), THE AMBASSADOR REQUESTS THAT MRS. STILKE'S POSITION BE TRANSFERRED TO ECONOMIC SECTION, GIVING IT THEREBY TWO REGULAR FOREIGN SERVICE SECRETARIES. MRS. JELICH WOULD THEN WORK WITH THE REGIONAL SECURITY OFFICER, MR. GUTENSOHN. THE EMBASSY CONSIDERS THAT--DESPITE HER TEMPORARY STATUS AT THE MOMENT--SHE WOULD BE ABLE FULLY TO COVER THE NEEDS OF THE SECURITY SECRETARY POSITION. RSO, HOWEVER, BELIEVES HIS OFFICE MUST CONTINUE TO BE SERVED BY A SECRETARY OCCUPYING A REGULAR SHARED POSITION (PRESENT POSITION GRANTED UNDER 1974 TERRORIST PACKAGE; POSITION NOW FULLY STATE FUNDED).

5. SUCCESSOR TO DCM'S SECRETARY: THE SECRETARY TO THE DCM, MISS PAULA CAMPAGNOLO (FSS-08) IS SCHEDULED TO BE TRANSFERRED FROM POSITION 00-9280-055 IN APRIL, 1975. AT THAT TIME THE POST PLANS TO REPLACE HER WITH MISS REBECCA STIPP (FSS-09) WHO WOULD BE MOVED OUT UNCLASSIFIED

UNCLASSIFIED

PAGE 03 JIDDA 06810 200812Z

OF POSITION 19-9280-063. MISS STIPP HAS DONE A SUPERIOR JOB AS SECRETARY TO THE POLITICAL CHIEF, AND HAS BEEN NAMED BY HIM FOR MERITORIOUS STEP INCREASE. MISS STIPP IS ENTHUSIASTIC ABOUT THE OPPORTUNITY. A REPLACEMENT FOR MISS STIPP IN THE POLITICAL SECTION IS REQUESTED.

6. AMBASSADOR'S SECRETARY, MRS. ELIZABETH RAINS, REQUESTS

TOUR BE CHANGED TO 18 MONTHS, FOLLOWED BY TRANSFER TO
DEPARTMENT (SHE PLANS TO MARRY AND WILL LIVE IN WASHINGTON).
MRS. RAINS WOULD DEPART AROUND MARCH 1, 1975. AMBASSADOR
REQUESTS DEPARTMENT ASSIGN AS REPLACEMENT FULLY-QUALIFIED
AMBASSADOR'S SECRETARY, KEEPING IN MIND RISING LEVEL OF
ACTIVITIES IN JIDDA AND POST'S POSSIBLE UPGRADING TO
CLASS ONE. A BRIEF OVERLAP WITH MRS. RAINS (ONE WEEK)
WOULD BE DESIRABLE.
AKINS

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 20 NOV 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974JIDDA06810
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D740335-0649
From: JIDDA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19741128/aaaaaxmb.tel
Line Count: 124
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION NEA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: (A) JIDDA 5185; (B) STATE 190285; (C,) STATE 203500;
Review Action: RELEASED, APPROVED
Review Authority: golinofr
Review Comment: n/a
Review Content Flags:
Review Date: 08 NOV 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <08 NOV 2002 by chicheje>; APPROVED <04 DEC 2002 by golinofr>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARIAL STAFFING: AMEMBASSY JIDDA
TAGS: APER, SA
To: STATE
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005